LSTM POSTGRADUATE RESEARCH DEGREE STUDENT HANDBOOK

2019-20

VERSION 1.0
20/09/2019

Welcome from Dr Britta Urban- Director of Postgraduate Research

I am delighted to welcome you to the Liverpool School of Tropical Medicine (LSTM). My aim is to help you, as a postgraduate research (PGR) student, to thrive in your doctoral programme, meet our challenging academic expectations and progress to the post-doctoral career of your choice. LSTM will support you in this with the full resources of our dedicated team of expert supervisors, professional services staff and postgraduate researcher peers.

I encourage you to take advantage of the training and networking opportunities available in our large and diverse School with its global connections. The Unit for Early Career Researchers is the focal point for the training and development of doctoral researchers. We aim to provide you with an attractive Researcher Development Programme to enable you to maximise your potential as a researcher and enhance your future prospects.

As part of our community of PGR students, you will make a substantial contribution to LSTM's world-class research. We view our PGR students as essential to the ongoing vitality of our research culture and developing the next generation of research leaders is central to our mission.

I wish you every success as you embark on your research degree.

Introduction

The purpose of this Handbook is to help guide you through your career as a postgraduate research (PGR) student at the Liverpool School of Tropical Medicine (LSTM). A key part of our commitment to the quality of PGR degrees is to ensure that you understand what is expected of you as a research student, and what advice and support you can in turn expect from LSTM.

Experience has shown that students are unlikely to read a Handbook from cover to cover in one sitting. However, you are strongly advised to look now at the first two chapters so that you know what you will need to do over the next few weeks to get established in your new role.

Chapter 1 explains the people you will need to meet, some early tasks that you will need to complete and the support that we will offer you to make a successful start.

Chapter 2 explores the relationship between you and your supervisory team and expectations on both sides. This is probably the most important relationship that you will have as a PGR student and it is imperative that you establish as early as possible how you will work together effectively.

In Chapter 3 you will find information on the opportunities that you will be offered for professional development. We take very seriously our responsibility to ensure that you graduate from LSTM not only with excellent research skills but also with the transferable skills and knowledge sought by employers. Our approach is flexible and student-led, so that you have the freedom to tailor your development programme to meet your needs, circumstances and aspirations.

Chapter 4 explores what your experience will be like as a PGR student and how you might contribute to building a vibrant student community by participating in (and possibly even helping to organise) events and by giving us your suggestions and feedback.

In Chapter 5 we turn to the formalities of PGR studies - how we will monitor your progress, writing your thesis and (we hope!) your eventual successful completion and graduation.

In Chapter 6, we recognise that things do not always go to plan. It is rare for a PGR student to not meet some obstacles along the way, so here you will find information on how to get help and advice. Please make good use of these support mechanisms. We want you to succeed as a PGR student, but we also want you to enjoy the experience and often getting some advice at an early stage can quickly put things back on track.

Chapter 7 focuses on the process of writing-up all the way through to your viva examination and beyond.

PGR studies and the PGR experience are underpinned by a regulatory framework through which LSTM and its PGR students work together to create a positive environment for learning and academic achievement. You can view these documents via the links in Appendix 1.

We have produced this Handbook to ensure that, throughout your time as a PGR student in LSTM, you can easily access the key information with which you need to be familiar. It should be the first place that you turn to if you have a query about your studies and hopefully it will answer most of your questions. However, the administrative team in the Unit for Early Career Researcher Support will be happy to provide further advice if you need it (PGR@lstmed.ac.uk) .

Getting Started

The first few weeks of your registration at LSTM are an extremely important time with regards to forming a relationship with your supervisory team, establishing the frequency and format of meetings, identifying your training and development needs, and framing your project. This chapter explains what will happen, and what you will need to do in these early weeks to provide a foundation for a successful and satisfying PGR experience

Induction

Starting a doctoral degree can be a daunting experience. The PGR induction events aim to help smooth the transition into doctoral level research and prepare you well for the journey ahead. It presents students with opportunities to meet a range of contacts, including other postgraduate researchers, supervisors and administrative staff, and to provide an overview of life as a research student at LSTM as well as the expectations that we have of you. The presentations and discussions that follow will be livestreamed and recorded, and any resources will be made available to off-site students, or any other student unable to attend in person via the 'Events' section of the PGR Brightspace page.

Induction events will be replicated throughout the academic year so that students starting outside of October (the beginning of the PGR academic year) and those unable to attend the initial events can still benefit from the activities on offer.

Producing a Project Plan

All PGR students (both full- and part-time) must, within 3 months of registration, produce a <u>Project Plan</u>. This must define the scope of the project, outline the objectives to be achieved in the first year and provide a brief description of how the supervision will be conducted such as the frequency of meetings, timing of feedback on drafts and the expectations of both the supervisors and the student. You can download a template for the Plan from Brightspace and should complete it in close consultation with your supervisory team. You submit the completed Plan via the on-line PGR Student Portal (see below). It will be reviewed and signed off by your primary supervisor to confirm that there is a shared understanding of the aims of the project and how it will be managed.

Identifying your Development Needs

Each year you will be expected to undertake relevant personal and professional development to support your longer-term career ambitions and aspirations. Within the first three months of your degree you will need to complete a Development Needs Analysis (DNA) using the template on Brightspace. Completion of this document in consultation with your supervisors will encourage you to reflect and review your current skills and abilities and promote planning towards developing new skills and professional competences. You will be asked to update your Development Plan annually but you should review it regularly to make sure that you are on track to meet the personal development objectives you set for yourself at the beginning of your studies. Chapter 4 of this Handbook explains LSTM's approach to providing professional development opportunities for PGR students and where to find further information about what is on offer.

Meeting your Progress Assessment Panel

As a PGR student you will be subject to a formal annual review of your progress. Your Progress Assessment Panel (PAP) comprises two members of academic staff who are not members of your supervisory team. Your PAP will be appointed by your Primary Supervisor within the first few weeks of your registration. It's good practice for you to arrange a meeting with your PAP during your first three months in LSTM. This meeting is not part of the formal monitoring procedure but it's a good opportunity to introduce yourself, meet your PAP members informally and discuss your Project Plan.

The PGR Student Community Portal and Brightspace

LSTM provides an online portal that gives you access to your student record. This enables you to view information about your programme of study, record your supervisory meetings and log the researcher development activities that you have undertaken. This is also where you will submit your Project Plan, Development Needs Analysis and the documents for your Annual Progress Review (see Chapter 5).

Brightspace is LSTM's virtual learning environment. There is a section dedicated to PGR students, in which you will find documents for download and information on training and other events. You can also find guides to help you navigate the online portal.

Try to find time in the first few weeks to log into both systems using the credentials provided to you at registration and find your way around, so you can make the most of what they offer.

You and Your Supervisory Team

Your supervisors' responsibilities

The supervisory relationship will hopefully become the basis for a long and productive partnership that will last long after you graduate. Many new research students at first are unsure exactly what to expect from their supervisory team. Your supervisors have several overlapping roles – over the course of your research degree they will act as your mentor, trainer, supporter, critic, and fellow researcher. It is important that you understand the responsibilities your supervisors have so that you have clear expectations as to what your supervisory team is – and is not – there for. That understanding will provide you with a foundation for building an effective working relationship with your supervisors.

The most important thing is to recognise that your supervisors are not there to tell you what to do every step of the way. A research degree is an independent research project and as a research student you are responsible for its success. You will be expected to show that you can plan and manage your work, develop and communicate your ideas, and deliver on time a thesis of an appropriate standard. Your research degree is very much down to you.

That is not to say though that your supervisors are not there to help, but the help that they provide will be quite specific. Your supervisors are there to provide advice on the ideas that you develop, to give you feedback on your progress, and to help you develop your competencies as a researcher.

Establishing Expectations

You will have at least two people in your supervisory team: a primary supervisor and a secondary supervisor. Some students may have more than one secondary supervisor. The first few weeks of your registration at LSTM are a critical time for establishing the pattern of your relationship with your supervisory team. This relationship should be based on honesty and mutual understanding and your early discussions will form the foundation for this.

A key part of establishing a good working relationship with your supervisory team is to agree mutual expectations at the outset. You may wish to discuss the following at an initial meeting:

- The respective roles of your primary, secondary, and if applicable, offsite supervisor
- Your Project Plan and timescales
- How your supervisor(s) wish to review your work: would they prefer regular updates, or finished drafts?
- Your development and training needs
- Your broader involvement in the School/Department (e.g. departmental activities, seminars and conferences)
- What to do if your Primary Supervisor is away (e.g. at a conference or on leave)
- Any ethical or intellectual property issues if you are working as part of a research team, or researching humans or animals

Supervisory meetings

Supervisory meetings are a key part of a PGR student's life and are an opportunity to not only discuss your research and its progress but also to gain expert insight from your supervisor(s). You can make the most of these meetings by being prepared and focusing on what you want to get out of the meeting.

Full-time students are expected to participate in one meeting per month and should therefore undertake twelve per year.

Part-time students are expected to participate in one meeting every two months and should therefore undertake six per year.

Before the meeting

- Agree dates and times in advance. It is your responsibility to organise meetings with your supervisor(s) on a regular basis and record the discussion afterwards.
- Summarise your progress and achievements since your last meeting, any problems you are having or areas where you need advice, and your plans for what's next.
- Prepare some work for discussion at the meeting (e.g. results of an experiment; data analysis or a draft section/ chapter of your thesis; work towards a paper or a conference presentation)
- Agree an agenda with you supervisor or note down the areas you wish to discuss.
- Focus on asking specific questions (e.g. "Do you think the methodology I'm using in this chapter is appropriate?") rather than asking for general feedback

During supervisory meetings

- Don't expect your supervisor(s) to do all the talking; be prepared to lead the discussion and ensure that your prepared topics are covered.
- Ask questions as you go along to make the most of your dedicated time with your supervisor(s).
- Take clear notes of the discussion and any actions agreed
- Be prepared to explain and defend your ideas or findings; this will help you to clarify your opinions and arguments, as well as providing good training for your viva examination.

After supervisory meetings

- Submit a report of the meeting through the online portal for your supervisor to review. It is very important that you do this as it feeds into your Annual Progress Monitoring. Full details of how you can do this via the student community can be found via the following: https://brightspace.lstmed.ac.uk/d2l/le/content/6938/viewContent/59869/View
- Take some time to reflect on the meeting, any feedback or advice you received and any new ideas you've had as a result and think about what you are going to do next.

Using your Supervisors' Advice and Feedback

Your supervisors will provide advice on the direction and management of your research and feedback on your results/findings and analysis and on your draft written work. Consider your supervisors' advice carefully, including any constructive criticism. It can be easy to hear the positive comments that your supervisors make and then to find excuses to disregard any negative comments. This is very dangerous and is something all research students should guard against. Comments highlighting a problem or oversight are not intended and should never be interpreted as

personal criticism. You're not expected to do everything your supervisors suggest but you should give appropriate consideration to their recommendations.

Remember that your supervisors' comments are based on experience - their experience as a supervisor of other research students and their own experience as a researcher. You should be keen to apply that experience to your own work and benefit from it - if you are unsure why your supervisor is making a particular suggestion, you should ask for clarification - do not just disregard comments you do not fully understand or with which you disagree.

Your relationship with your supervisor(s) may change over the course of your studies as you develop into a proficient researcher. You are likely to ask for more guidance nearer the start of your project, whereas towards the end you may have more knowledge about your research area than your supervisor(s). You can expect that as you progress, your supervisor(s) may offer less advice and encourage you to be more independent and exercise your own judgment on aspects of your research.

Being honest with your supervisor (and yourself)

Just as you should be open to receiving advice and feedback from your supervisors, so you should also be open in giving them honest updates on your work and progress. To be able to support you and help you successfully complete your research degree, at each stage your supervisors need you to provide them with accurate reports as to what you have been doing, how well it has gone, and what you intend to do next. This openness in reporting on your work and progress is particularly important if you encounter any difficulties. Your supervisors are the people best placed to help you minimise the impact any problems might have on your progress or your work. Your supervisors can provide advice on overcoming problems directly connected with your research or thesis - for example, by helping you identify an alternative approach, suggesting where additional training might be needed, or pointing you towards other resources or support you might not have considered.

Keeping in touch

Remember that you are responsible for your research project. If you are having difficulties with your work, don't wait for your supervisor to contact you; be proactive and get in touch. If your supervisors don't hear from you, they are likely to assume that you're doing fine.

Throughout your research degree you should take the initiative in maintaining regular contact with your supervisors. Partly this is to ensure that your supervisors are kept informed of your progress and partly it will allow them opportunities to provide you with appropriate advice and feedback. More broadly however, it will provide you with a structure that will help you to stay on track with your research degree. Research students who maintain regular contact with their supervisors are more likely to regularly reflect on and review their progress against their agreed objectives and plans and to take action if they have fallen behind or are in danger of not submitting their thesis on time. They are also more likely to find it easier to maintain their motivation over the duration of their research degree. Maintaining regular contact with your supervisors is particularly important for full-time PGR students holding a Tier 4 (Student) visa since failure to maintain regular contact with your supervisors could result in your visa being withdrawn.

Keeping to deadlines

Future employers will be looking for someone who can demonstrate their ability to deliver a research project by a fixed deadline. The most important tool in helping you manage your time

effectively and giving you the best chance of completing your degree on time is to have clear objectives and agreed deadlines for meeting each objective.

You should make every effort to meet deadlines agreed with your supervisors, whether these are deadlines for completing your active research, writing your thesis, undertaking skills and career development activities, or other tasks such as preparing a conference presentation or contributing work to a written report/article. You should be conscious in particular of deadlines for submitting draft written work to your supervisors for comment. Your supervisors are busy people - they have their own teaching, research, and administrative duties and may well be involved in the supervision of other research students not to mention other activities associated with their work. If you miss deadlines for submitting draft work to them, it will mean your supervisor has limited time to give you feedback on this work. Receiving and making use of feedback on your draft written work is vital if your thesis is to be completed on time and be of an appropriate standard.
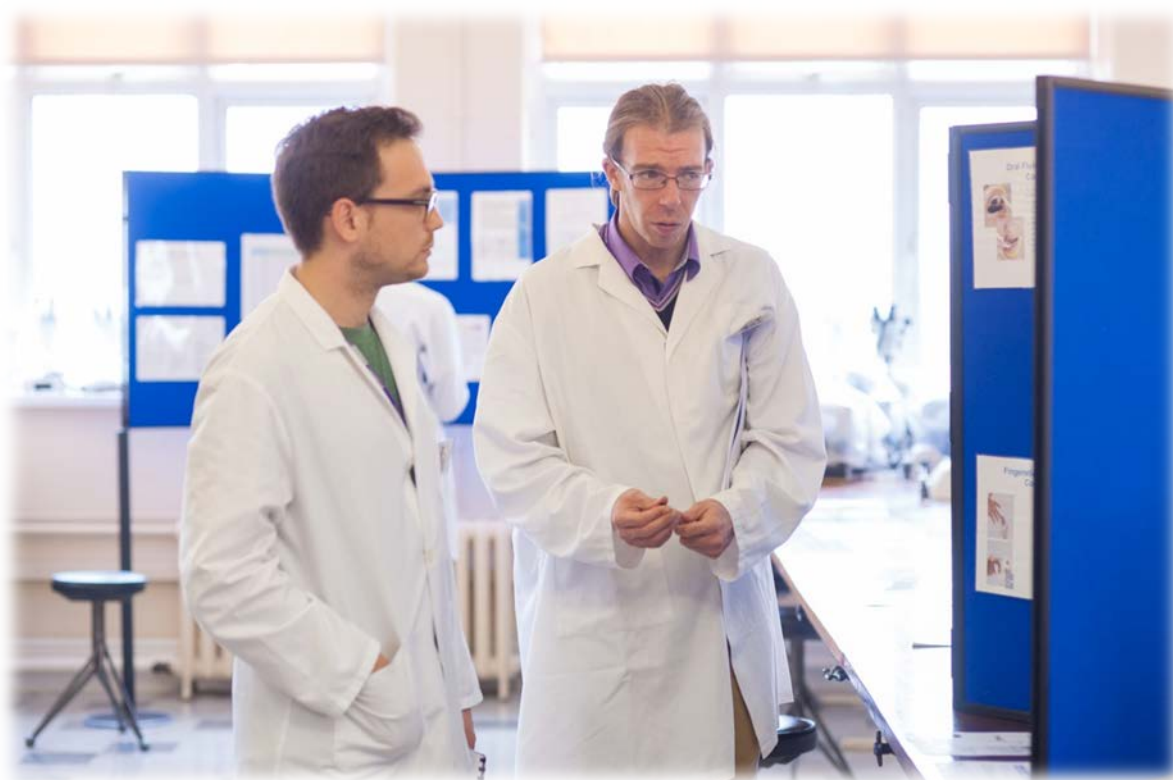
Training to be a Researcher

LSTM is one of the most successful research-focused higher education institutions in the UK. Our aim is to equip you with the skills required to become a fully-fledged, world-leading researcher who is prepared for a wide range of careers both in and beyond academia.

To become an outstanding researcher – somebody whose research has an impact and contributes to society – you need more than just strong research skills. You need a wide range of additional professional, transferrable skills to become personally effective, communicate your research findings clearly, and build networks with external partners and stakeholders.

At the moment, you may be adamant that you want to use your PhD as the starting point for a career in academia. However, this might change during your time at LSTM. You will recognise and develop new skills, talents and interests that will broaden your understanding of yourself and the career path you may wish to pursue. You may find yourself drawn to sectors you had not previously considered – such as industry, consultancy, policy or international development. You may even decide to start your own business. Throughout your time at LSTM, we will help you to identify your interests and gain the skills you need to enhance your employability and to excel in your future career.

The Training Programme

All PGR students are expected to engage in an ongoing, self-directed programme of training and professional development throughout their studies. Some elements of the training programme are compulsory (e.g. those relating to Health & Safety and research integrity).

Each year, you will be formally required to reflect on your skills and identify your training needs using the Development Needs Analysis. You should also reflect on your goals and achievements regularly throughout the year and discuss these with your supervisory team. Your Development Needs Analysis and your training record will be reviewed every year as part of your Annual Progress Review. As a result, these form an essential part of your overall performance at LSTM.

You are strongly encouraged to engage in as many training opportunities as possible during your time at LSTM. PGR students who engage effectively in their professional development are more likely to realise their potential and to complete their studies successfully.

The LSTM Research Community

Studying at LSTM presents you with a unique opportunity to meet and engage with world-leading researchers. We strongly encourage you to make the most of your time here by engaging as much as possible with the wider research community within the school.

There are frequent events and seminars which will allow you to meet researchers from a wide range of specialisms. This will allow you to meet new people and to grow your personal and professional network. Concentrating only on your own field of research puts you at risk of developing 'tunnel vision'. Engaging with research and researchers across LSTM will enable you to gain new perspectives

and experience different ways of thinking and doing research, greatly adding to the creativity and originality you bring to your own work.

Researcher Development Framework

Our training programme at LSTM is aligned with the Researcher Development Framework (RDF). The RDF is a professional development framework for planning, promoting and supporting the personal, professional and career development of researchers in higher education. It was developed by researchers for researchers and identifies the specific knowledge, behaviours and attributes of successful researchers and encourages them to realise their potential and aspire to excellence.

All of the PGR training offered by LSTM is mapped to the four domains of the RDF and aims to develop one or more of the specific skills identified by the RDF. We recommend using the RDF to map your existing skills and to highlight any areas where you require further development and training. By the end of your studies, your skills should cover each of the domains and skillsets identified by the RDF.

Training Timetable

An overview of forthcoming training opportunities will be provided at the start of each semester. This will consist of a training timetable confirming the dates, location and presenters of each session. This information will be circulated by email and will also be available as on the PGR section on Brightspace. Booking on to the sessions will be via Eventbrite. Places are allocated on a 'first come, first served' basis. If a course is fully booked, you will be able to register your details for a place on the waiting list.

If you are no longer able to attend a course, please ensure that you cancel your booking as soon as possible so that your place can be offered to someone else. You can cancel a booking by logging on to your Eventbrite account or by sending a cancellation request to pgr@lstmed.ac.uk.

Off-site students will be able to attend training sessions via live-stream. In addition, video recordings of the sessions will be added to Brightspace for on-demand use.

Places are allocated on a 'first come, first served' basis. If a course is fully booked, you will be able to register your details for a place on the waiting list.

If you are no longer able to attend a course, please ensure that you cancel your booking as soon as possible so that your place can be offered to someone else. You can cancel a booking by logging on to your Eventbrite account or by sending a cancellation request to pgr@lstmed.ac.uk.

Please note that we closely monitor attendance. We will advise your supervisor if you repeatedly book a place but do not attend. We may also issue an official warning letter and you may not be allowed to book future training courses.

Recording Your Researcher Development Activities

You should record any activities related to your professional development on the LSTM PGR Student Portal. Using the 'Interactions' toolbox to input 'Researcher Development Activities' is a formal means of recording and reflecting upon your development as a researcher. It can be used to record participation in formal training events as well as other activities such as conference attendance, teaching or demonstrating duties, participation in a journal club or departmental meeting, or helping with a public engagement event. Full details of how you can do this via the student community can be found via the following:
https://brightspace.lstmed.ac.uk/d2l/le/content/6938/viewContent/59869/View

If you use this tool effectively, by the time you graduate you will have a formal record of your professional development progress to help you to provide evidence of your skills when preparing your CV and applying for jobs.

MSc Modules

PGR students are able to attend a selection of MSc modules, subject to approval. Once available, a module catalogue will be shared with students via email and on Brightspace.

To register for an MSc module, students need to contact their supervisor to request permission then pgr@lstmed.ac.uk who will contact the Module Convenor. If spaces are available, the PGR team will register the student on the module and arrange access to module information on Brightspace.

Feedback & Ideas

We work hard to provide you with a training programme that is topical and career-enhancing. Please send suggestions for further training courses to pgr@lstmed.ac.uk.

In addition, PGR training is a regular item on the Board of Studies agenda. If you have any feedback, concerns or examples of good practice, please bring this to the attention of the PGR student representatives who will be able to raise this at the next meeting.

Student Experience

At LSTM we aspire to make your experience as a Postgraduate Research student as successful and enjoyable as possible. Whether you are off-site, on-site, split-site, part-time, full-time we understand your individual needs and are there to support you.

PGR Student Representatives

In the 2018/19 Academic year we introduced a new PGR Student Representative team structure. With our ever-growing diverse worldwide PGR student base we realised the need to reflect this in our student representation.   We introduced 5 new Student Rep positions, all with individual responsibilities and the vision to build a stronger PGR Student Community and enrich your experience as a student with LSTM. The new roles are as follows:

- PGR Student Experience Representative
- International PGR Student Ambassador
- PGR Social Representative
- Off-site PGR Student Ambassador
- PGR Student Welfare Ambassador

Your Student Representatives are available to discuss a wide range of informal issues and are particularly supportive of our newly-registered students who have questions about all aspects of life as an LSTM PGR student. Your Reps will conduct student led focus groups (3 per year) where students get the chance to discuss issues affecting their student experience in an informal and supportive environment. The Reps will then attend the PGR Board of Studies meetings reporting feedback to a range of LSTM staff including the Director of PGR, Dean of Education and representatives from each Academic and the Education departments.

Regular social events are arranged by our Rep team such as Coffee Mornings in our modern, comfortable Social Space giving you the chance to network informally with your fellow PGR students and the wider LSTM community. There will be a strong focus on mental health and wellbeing and this will be reflected in forthcoming events such as resilience training and mindfulness activities which will also be made available to our off-site students.

LSTM PGR Annual Conference

The annual LSTM Postgraduate Research (PGR) Degree Student Conference serves as an opportunity for PGR students to present their research to the wider research community at LSTM. Students in the early stages of their programme are required to produce a poster to promote a wider understanding of their research project before delivering a one-minute poster to delegates. Delegates will have the opportunity to view posters and discuss further with students. Students at an advanced stage in their research will deliver a 10-minute presentation, after which delegates will have the opportunity to ask questions.

Postgraduate Research Experience Survey (PRES)

Your feedback is important to us! All PGR students, both full and part time, will have the opportunity to complete the annual Postgraduate Research Experience Survey (PRES). The Postgraduate Research Experience Survey is the only national survey of postgraduate research students and so is the only way for us to compare how we are doing with other institutions and to make changes that will improve your experience in the future. A meeting will be held annually where the Director of PGR will discuss the findings of the survey and hold focus groups with students to address specific issues.

Moving to or Visiting Liverpool

Liverpool is a vibrant city full of rich history and culture and has recently been voted the 4th friendliest city in the world by Rough Guides. We want to make sure you enjoy your time in Liverpool whether it be long or short-term. The Early Career Researcher Support team alongside the Student Advice and Wellbeing Service can recommend accommodation options, give advice on claiming student discounts, council tax, bank accounts even where to shop and eat! https://www.visitliverpool.com/

LSTM does not have its own accommodation for students however, there are many options for your stay in Liverpool within walking distance of our campus and to suit every budget and lifestyle. Whether you are looking for short -term accommodation or a family home we can help you find the perfect place to relax and enjoy your social and academic life. Leah Dempsey is LSTM's Student Experience Officer and should be your first point of contact when considering booking accommodation in Liverpool, www.liverpoolstudenthomes.org is also a useful resource for finding accommodation as well as free housing advice, student forums and practical tips.

If you require a visa to travel to Liverpool the Early Career Researcher Support team are on hand to guide you through the process whilst providing you with all the necessary documentation https://www.lstmed.ac.uk/study/study-with-us/welfare-and-living/visas-and-immigration

If you have moved to Liverpool it is important that you register with a local General Practitioner (GP) ensuring you have access to medical care. We can help advise you on accessing healthcare and point you in the right direction of support services such as childcare and counselling if necessary https://www.lstmed.ac.uk/study/study-with-us/welfare-and-living/healthcare

Progression and Review

Given the multi-year nature of a postgraduate research degree, all PGR students regardless of the stage of their registration are required to participate in a formal review of their progress, usually on an annual basis. The Annual Progress Review should be seen as an opportunity for you to not only demonstrate your development as a researcher and the evolution of your research project, but to signal any issues that you have experienced that you feel may have hampered your progress. There will be several stages to your Annual Progress Review which we will look at in the following pages, along with the timeline for completion.

Who Needs to Undertake the Annual Progress Review?

Pretty much everybody! Regardless of whether you are a full- or part-time, on- or off-site, research active or submission pending student you should still expect to undertake an Annual Progress Review. The only students that are not required to take part in the Annual Progress Review process are as follows:

- If you have a registration status of 'Results Pending' (meaning that you have submitted your thesis) **and** have already attended or are due to participate in your Viva Voce examination before the end of their normal Annual Progress Review period.

- If you are suspended. Students that are suspended will be required to participate in an Annual Progress Review upon resumption of their studies.

Who Needs to Do What, and When?

You will have been told at your induction when your Annual Progress Review should take place. This is the month within which you should arrange for your meeting with your Progress Assessment Panel to take place. Your first Annual Progress Review will take place nine months after initial registration. Your review will then take place in the same month during each subsequent year of study. For example, if I registered in October 2019 then I would be expected to participate in an Annual Progress Review sometime in July 2020. My next Annual Progress Review would take place in July 2021, and so on. The only deviation to this timeline will occur during your final year of study however we will cover this later.

Timeline for Annual Progress Review

Three months prior to the earliest possible date of your meeting, you will receive a notification from the Early Career Researcher team to indicate that your Annual Progress Review window is now open. This is a signal for you to begin making arrangements and submitting documentation in advance of your meeting.

Your first task is to arrange the date, time and format of your meeting with your Progress Assessment Panel. You should do this as early as possible following the opening of your window to ensure that you have the best chance of finding mutually suitable availability with your PAP members. We would expect you to have selected 'Start Annual Progress Review Process' and input the 'Date of the Review Meeting' to the relevant field within this workflow on the Student Community within two weeks of the window opening.

You will then need to begin adding your documentation to the 'Files' section of the review and completing the fields within the student feedback section of the workflow. Documentation that you are required to submit, according to your year of study is detailed below. The structure below is based upon a full-time student.

Part-time students should comply with the requirements for Year 1 and 2, and then continue to submit updates to their project report, development needs analysis, and timeline up until and including Year 5 (unless you plan to submit your thesis in Year 5):

Year 1

- **Project Plan**
  You should upload the initial project plan that you developed in collaboration with your supervisors during your first three months of registration.

- **Project Report**
  The project report builds upon your project plan and should provide insight to the progress that you have made so far. The structure of the project report is flexible and can adapted to suit the individual project, but it would normally be expected to contain a review of the literature; a statement of the research question and the aims and objectives of the study; description of the methodology to be employed; discussion of results obtained to date; and plans for future work. There is no strict word limit, but the report would normally be approximately 25 pages in length and must be formatted according to the guidelines for an LSTM thesis (see section 4 of the LSTM Code of Practice on Postgraduate Research Degrees - Appendix 6 - Procedure for Submission of a Research Degree Thesis)

- **Presentation Slides**
  Year 1 students are expected to deliver a 15-minute presentation to their PAP. You should upload any materials that you plan to use in relation to your presentation.

- **Development Needs Analysis**
  This is your Progress Assessment Panel's first opportunity to review your training plan and they may have suggestions as to where you can access resources, or ideas of additional development activities that you should add.

- **Timeline for Data Collection**
  This should be in the form of a detailed Gantt Chart and should summarise the deadlines for completion of the data collection element of your research project.

Year 2
- **Project Report**
  This should be an updated version of your project report and should focus more upon the data that you have generated, and analyses implementing so far and should highlight any thesis write-up that you have already undertaken. Students may submit a draft thesis chapter in place of the report provided this includes analysis of original data and is not purely methodological.

- **Development Needs Analysis**
  You should have updated your development needs analysis to reflect your increase in confidence according to the researcher development activities you have undertaken during the year.

- **Timeline for Data Collection / Thesis Write-up**

Year 3
- **Draft Thesis Chapter**
  You must submit a draft thesis chapter at this stage. If you submitted a draft thesis chapter in year 2, then the expectation would be that you submit a different chapter.

- **Development Needs Analysis**
  Your Development Needs Analysis should now be updated to the point whereby you can indicate that you are confident in most, if not all activities that you set out to engage in training for.

- **Timeline for Thesis Write-Up**
  This can follow the same Gantt chart format but should contain much more detail. You should indicate for example, which month you intend to finish specific chapter drafts by and when they will be submitted to your supervisors for review.

You should aim to have the appropriate documentation and all fields of your Annual Progress Review report completed and submitted to your supervisor one month prior to the date of your meeting with your PAP at the latest. Your supervisor will then be required to provide their input to the report. As your report and documentation will not be released to your PAP until both you and your supervisor have completed your sections, it's important that you co-ordinate deadlines carefully. Your report should be released to your PAP at least ten working days prior to your meeting date.

At your Progress Meeting

Your meeting is a chance to catch up with your PAP and discuss the progress you have made so far. Your panel should be able to provide an objective assessment of your progress and are well placed to provide both academic advice and pastoral support. You should make the most of this opportunity to not only highlight your successes but also to make your panel aware of any setbacks or issues you have faced. It's important that you also use the meeting to comment upon the level of supervisory support you are receiving, and to indicate any personal, health, family etc. concerns that you may have, particularly if you think that you may need to request a suspension or extension.

After your Progress Meeting

Your progress assessment panel will make a determination of your progress and provide one of the following recommendations:

- That you have made satisfactory progress and should be permitted to re-register.
- That your initial PhD registration is downgraded to MPhil and you are permitted to re-register under the revised qualification aim.
- That you have not made sufficient satisfactory academic progress but are permitted a further period of time under review which will culminate with a further assessment of your academic progress by the panel.
- That you have not made satisfactory academic progress, and that your studies be terminated.
- That you have been found guilty of serious academic malpractice (in accordance with the Procedure on Academic Integrity for Postgraduate Research Programmes). In such circumstances the panel may decide, depending on the gravity of the offence, to issue a formal warning, a suspension of studies or termination of studies.

Clearly, there are some quite serious implications for your continued registration depending on the recommendation that is reached, so it is important that you fully recognise the importance of engaging with the annual review process. Normally, if no concerns are raised the recommendation will be communicated to you and your supervisors in the form of a written report which you should receive shortly after the meeting has taken place. The Early Career Researcher Support team will arrange re-registration before the anniversary of your registration date.

If Things Aren't Going According to Plan

It is uncommon for students to receive a notification of downgrading or withdrawal unless concerns about progress have previously been raised. If things aren't going according to plan, normally you would receive a recommendation 'that you have not made sufficient satisfactory academic progress but are permitted a further period under review which will culminate with a further assessment of your academic progress by the panel'. This will be communicated via a written warning letter from the Director of PGR which will contain a list of targets and a timescale for meeting these targets. The targets are normally student and project specific and are usually determined by the Director of PGR, your PAP, and your supervisors.

You will need to organise for a further meeting with your progress assessment panel to take place at the end of the timeline and will be required to complete and submit another report. If your initial meeting took place off-site then you will normally be required to organise for your interim meeting to take place at LSTM. Please note that you should continue to maintain your record of supervisory meetings, log your researcher development activities, and attend any mandatory training or School events during this period.

The PAP will make a further recommendation which will determine whether you are permitted to continue the programme. If you do not satisfactorily meet the targets set or otherwise give cause of concern to the PAP, you will be invited to a PGR Progress Panel.

Example Timeline for Year 1 Annual Progress Review

Below is an example timeline of the Annual Progress Review which includes the initial meeting with the PAP. Please note that although not included in the timeline, students are expected to maintain their supervisory record, participate in relevant training activities, and contribute to mandatory PGR events throughout the research period.

Activity	Deadline	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Student registers 1st October 2019	NA	■											
Supervisors appoint PAP	1 month after registration		■										
Student works on Project Plan and DNA with supervisory team. Submits to pgr@lstmed.ac.uk and saves on Student Community	3 months after registration	■	■	■									
Informal meeting with PAP	3 months after registration				■								
Student receives notification that Annual Progress Review window is open	6 months after registration, 3 months prior to expected date of meeting							■					
Student arranges date for meeting with panel and adds this to report	Within 2 weeks of window opening							■					
Student completes student section of report, adds Project Plan, project Report, DNA, and Timeline for Data Collection to report files and submits to supervisor	At least 1 month prior to meeting date							■	■				
Supervisor completes and submits supervisor report	At least 10 working days prior to meeting date									■			
Annual Progress Review meeting takes place	9 months after registration (or re-registration)										■		
Panel releases report recommending continued registration	Around 2 weeks after meeting has taken place										■		
Student is re-registered for next research period	By anniversary of registration												■

When should my Annual Progress Review take place in my Final Year of Study?

If you have transferred your registration to submission pending, or your submission date is within twelve months, the timeline for your Annual Progress Review will differ slightly. Your meeting should take place within six months of your date of submission, and the role of your PAP will be very much focused on assessing the progress that you have made with regards to write-up of your thesis so far and determining the likelihood of a timely submission.

As with the normal Annual Progress Review timeline, you will receive notification that your window is open three months prior to your expected meeting date. You should complete the student feedback section as normal and add files. The documents that you should add are as follows:

- **All thesis chapters that you have completed so far**
  Including any chapters that you have previously submitted for review.

- **Development Needs Analysis**
  You should now be able to demonstrate that you have engaged with the required number of training opportunities to evidence that you have met all your development needs.

- **Timeline for thesis write-up**
  Again, this can be presented in a similar format as before, however you should be prepared to provide more precision with regards to when you intend to complete specific chapters, submit for review by your supervisors etc. Your timeline should be broken down into weeks rather than months.

Example Complete Timeline of Annual Progress Reviews

Below is an example timeline of the Annual Progress Review across a full-time student's entire programme. The timeline is based upon the student registering on 1st October 2019 with an expected submission date of 30th September 2023.

Activity	Deadline	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Year 1 – 2019/20													
Student registers 1st October 2019	NA	■											
Annual Progress Review 1 window opens	April 2020							■					
Annual Progress Review Meeting takes place	July 2020										■		
Year 2 – 2020/21													
Student is re-registered for 1st October 2020	NA	■											
Annual Progress Review 2 window opens	April 2021							■					
Annual Progress Review Meeting takes place	July 2021										■		
Year 3 – 2021/22													
Student is re-registered for 1st October 2021	NA	■											
Annual Progress Review 3 window opens	April 2022							■					
Annual Progress Review Meeting takes place	July 2022										■		
Year 4 – 2022/23													
Student is re-registered for 1st October 2022	NA	■											
Annual Progress Review 4 window opens	January 2023				■								
Annual Progress Review Meeting takes place	April 2023							■					
Thesis submission date	30th September 2023												■

For further information with regards to progression please read through the Code of Practice on Postgraduate Research Degrees - Appendix 4 - Procedure for Monitoring the Academic Progress of Postgraduate Research Students

Getting help and advice

Devoting your time and efforts to a programme of postgraduate research is a significant undertaking and at LSTM, we recognise that students often come up against obstacles which mean that they need to be able to access various avenues of support.

Who should I talk to?

If you encounter difficulties at any time while you are a student at LSTM there are many resources that you can draw upon if you need ask for advice or are unsure about where to turn for help. Your supervisory team, the Early Career Researcher Support team, your Progress Assessment Panel and the Director of PGR are all people that you can talk to if you are finding things difficult during your life as a researcher. They will also be there to listen and, where possible, signpost you to specialised support services if you are experiencing challenges in your personal life.

LSTM's Student Advice and Wellbeing Service (SAW)

Depending on the sort of challenges that you are facing, you may feel it is not appropriate to discuss your concerns with any of the above-mentioned people so in the first instance you should contact the Student Advice and Wellbeing service. The SAW team can offer practical help and advice with non-academic related matters, including disability support, accessing healthcare, and counselling. Members of the team can also provide a quiet and confidential space for you to talk about any issues affecting your wellbeing. You can contact the team directly via SAW@lstmed.ac.uk to request an appointment or use the drop-in service which is available to PGR students on Tuesdays at 9-10am and Fridays at 2-3pm.

Disability Support

LSTM provides support and advice to students with a wide range of impairments. Where we refer to 'disabled students', this is intended to include, but is not limited to:

- Physical Disability - this includes varying types of impairment that impact on an individual's mobility.
- Sensory Disability – the term 'sensory' refers to disabilities related to hearing and vision.
- Mental Health - the term 'mental health issues' covers a range of conditions including depression, anxiety and eating disorders. The severity and length of a condition varies with every individual.
- Specific Learning Difficulty e.g. Dyslexia - This can include people who experience dyslexia, dyspraxia or non-verbal learning deficits.
- Medical Conditions and other disabilities - This covers health issues including epilepsy, diabetes, HIV, Multiple Sclerosis (MS) and asthma.

The SAW team are responsible for the co-ordination of support for disabled students and provides specialist guidance and support services. If you have a medical condition or unseen disability and feel uncertain about contacting the team, we urge you to do so as we may be able to help. A medical condition can include diabetes, epilepsy, cancer, HIV, arthritis, asthma and others. We know that each person's disability can affect them in different ways so the support we offer is flexible and tailored to each individual.

If you think you may be experiencing a disability we would encourage you to disclose this as soon as possible.

What happens when I disclose a disability?

- You may be asked to complete a Learner Support Questionnaire. Completion of the questionnaire will help the student support team to learn about you, your circumstances and the effects your disability has on your learning environment. It's the first step towards creating your 'Individual Learning Plan', which is your bespoke plan of academic and personal support. Some support can take time to implement so it's important that you complete and return this questionnaire along with your supporting medical evidence as soon as possible.
- When you have disclosed a disability, the student support team will contact you to arrange a confidential meeting where support arrangements will be discussed in detail.
- The support that is available to you depends on your individual requirements. You may be asked to attend a meeting with a specialist Needs Assessor who will identify the support that you require in order to remove barriers to learning.

Mental Health Services and Counselling

If you feel persistently unhappy or that you can no longer cope, don't keep it a secret. Telling someone how you feel, whether it's a friend, counsellor or doctor, may bring an immediate sense of relief. Initially, it's a good idea to talk to someone you trust, such as a friend, member of your family or a tutor. This is especially important if your academic performance is being affected. Many mild mental health problems can be resolved this way; many will also resolve themselves and many can be helped by seeing someone who is professionally trained.

If you feel you may be experiencing mental health issues, you should talk to someone you trust as soon as possible and should make this known to the SAW team. The team may suggest that you take one-to-one counselling sessions, which can be arranged for you. Individuals attend counselling sessions for a variety of issues, including home and family relationships, depression, anxiety, panic attacks, bereavement and loss, sex, sexuality, relationship difficulties and loneliness.

Big White Wall is available to **all** LSTM staff and students. Big White Wall is a 24/7 online mental health platform and is free for students and staff of LSTM to use wherever you are based. People access Big White Wall (BWW) for help and support with a wide range of mental health and wellbeing issues – from anxiety, depression, stress and trauma, to relationship problems and lifestyle challenges. BWW is an anonymous and stigma-free environment. Members follow their own path towards better mental wellbeing.

You can speak to your GP about any concerns regarding your mental health, and they will be able to advise you on the appropriate course of action. If you are currently registered with a doctor, you should contact the surgery and ask to make an appointment.

Here at LSTM, we are committed to creating a positive and happy environment for our students. Everyone's health and wellbeing sits at the heart of this aim. Please take a look at the resources here to encourage and stimulate you to look after your health, both physical and emotional. Please note these guides are not a substitute for professional help. If you feel you need to speak to someone, please contact the Student Welfare Officer SAW@lstmed.ac.uk.

General Health

All students are advised to register with a local GP to ensure access to full medical care.

A full breakdown of the sorts of services, including out of hours and dental care, and how you can go about accessing them can be found via the Healthcare Guide for Students available via the Student Intranet.

What should I do if something is impacting on my ability to do research?

If you think that you are experiencing exceptional circumstances that are having a direct impact on your ability to apply yourself to your programme of research, you may need to consider either taking some time away from your studies (suspension) or requesting additional time at the end of your programme (extension).

Before you consider this, you need to ensure that you remain within the maximum period of registration for your programme. Your maximum period of registration includes any periods of suspended study or extensions to your expected submission date. You can find out more about this in section 4.3 of the Regulations for Postgraduate Research Degrees.

Suspension of Studies

An academic suspension allows you to take time away from your research before you are required to submit your thesis and adds the equivalent time to the end of your programme. During a period of suspension, you do not pay tuition or bench fees, but will no longer be able to access resources at LSTM.

Common reasons for a suspension include but are not limited to:

- Ill health
- Deterioration of pre-existing health condition
- Maternity/paternity leave
- Bereavement
- Difficult personal life circumstances

Extension of Study

As the name suggests, an extension of study adds more time to the end of your programme, moving your expected thesis submission to a later date. An extension should only be requested where there are severe and unanticipated mitigating circumstances that will prevent you from submitting your thesis on time. Students would generally only apply for an extension when they are within six months of their expected submission date. You should be prepared to provide clear evidence as to the unforeseen nature of the issue that you have experienced and provide justification as to why a suspension request is not more appropriate. Extension requests are reviewed thoroughly, and you will be expected to provide documentary evidence to support your case.

Suspension and Extension Request Process

Before requesting a suspension or extension, you should consult your primary supervisor in the first instance (they will need to offer their support to your request as part of the process). If you receive financial support from an external sponsor you should also consult with them to ensure that an

extension of study is possible within the regulations of their funding. If your supervisor (and financial sponsor if required) agrees that a suspension or extension is the best course of action, then you will need to complete the student section of the Suspension Request or Extension Request form. You must state the period of suspension or extension that you are seeking in whole months and should also attach any documentary evidence that you have available to you to support your request. Requests that are not accompanied by supporting evidence may not be considered.

Once you are satisfied that you have provided all of the information that you can, you should submit your request to pgr@lstmed.ac.uk. Your request will then pass through an approval process which includes both your primary supervisor and the Director of PGR. You will receive the outcome of your request in writing after a decision has been made, and if approved, will receive confirmation of your updated thesis submission date.

International Students Requesting Suspension or Extension

If you are a non-UK national studying at LSTM on a visa you should seek advice from the Early Career Researcher Support team before you submit either of these requests as there may be additional implications with regards to your current stay in the UK that you have not considered.

Tier 4 visa holders should note that following approval of a suspension request, LSTM is obliged to notify UK Visas and Immigration of your suspension and will withdraw your immigration sponsorship. You will be required to leave the UK at the point that your studies are suspended and for the full duration of the suspension. Before resuming your studies, you will need to request a new CAS and make a new Tier 4 visa application from outside of the UK.

Tier 4 visa holders should note that following approval of an extension request, you may need to extend your visa.

It should be noted that wherever possible and appropriate, students should request suspension rather than extension. Disruption to either your or your dependant's stay in the UK should not be a reason for requesting extension over suspension. Any requests where there is not demonstrable evidence that the reason for the extension request is an unforeseen challenge will be rejected and you will be required to submit according to your stated submission date.

Submission and Examination

If you're entering the final twelve months before your anticipated submission date (you should know what this is as you should've indicated this on each of your Annual Progress Review reports) there are quite a number of things you and your supervisor will need to consider and arrange to ensure a smooth examination process. The actions that you need to take from the point of declaring that you are writing-up your thesis, through to graduation are provided below.

Submission Pending

Once you have completed your fieldwork / data collection / lab work and are ready to begin writing your thesis, you may be eligible to request a transfer of registration to 'submission pending'. You are able to do this at any point after your minimum period of registration (you can check what this is by consulting Section 4.3 of the Regulations of Postgraduate Research Degrees) has passed. You will also be prompted by the Early Career Researcher Support team to consider this when you enter your final year of study. Most sponsored students studying full-time will only receive full fee support for the first three years of their programme, so it's important to think about when you will request a transfer, given that the annual submission pending fee is much less than your annual full programme fee. You need to think carefully about the implication of transferring to submission pending given that it is essentially a declaration that you have completed the methodological and analysis components of your programme and no longer require access to the same facilities as during your 'research active' registration.

If you are ready to transfer, you should complete the student section of the Transfer to Submission Pending form and arrange for your supervisor to approve their section. This should then be forwarded to pgr@lstmed.ac.uk to arrange Director of PGR approval. You should proactively plan your transfer and should avoid wherever possible making backdated requests. If you do make a backdated request, you should be prepared to include details of why you did not submit your request at the time you wish to initiate the transfer.

Writing your Thesis

Full guidance on formatting and style rules for your thesis can be found via the following Code of Practice on Postgraduate Research Degrees - Appendix 8 - Procedure for Submission of a Research Degree Thesis.

Intention to Submit

At least 2 months before you plan to submit your thesis you should communicate this to the Early Career Researcher Support team by completing and submitting an Intention to Submit form. You should complete the student details and declaration section and arrange for your supervisor to complete the examiner nomination sections. It's important that this is submitted in good time, not only for approval to be sought, but also so that your examiners can be appointed and contacted within a reasonable timeframe.

First Submission of your Thesis

You need to submit your thesis on or before your programme end date. If you fail to do so and have not received approval of a suspension or extension your registration may be terminated. Remember that full-time students must submit at the end of 4 years, and part-time students must submit at the end of 6 years. If you are submitting well in advance of this date you should check that you have met the minimum timescale for registration. For full-time students this is 2 years, for part-time students this is 4 years. You or your sponsor will be responsible for paying the full programme fee up until this date.

If you are ready to submit your thesis and your intention to submit has been passed to the Early Career Researcher Support team, you should print and arrange binding of the hard copies of your thesis. You can print and get your thesis bound at the LSTM library and should request for it to be bound with a soft channel binding. Make sure that you do this in good time and do not leave this until the final date of submission. You will need to produce a hard copy of your thesis for each of your examiners. Usually there will be two examiners however if you are unsure you should check with your supervisor or the Early Career Researcher Support team.

To submit you should send an electronic version of your thesis by email to pgr@lstmed.ac.uk. You will also need to submit your hard copies to the Early Career Researcher Support Team. The team are based in office MK-120 on the first floor of the LSTM Old School Building. You will need to include a completed Submission of Softbound Thesis Form form with your thesis. Your submission will not be accepted if you have not provided this document.

Off-site students should make every effort to submit the soft-bound copies of their thesis via the procedure outlined above. Often, off-site student will make arrangements with their supervisory team for one of their supervisors or a representative from their academic department to arrange binding and submission on their behalf. If this is not possible and postage is required please ensure that your thesis copies are sent to:

Early Career Researcher Support Team
MK-120
Liverpool School of Tropical Medicine
Pembroke Place
Liverpool
L3 5QA
United Kingdom

Your submission will be only be considered complete once both the electronic copy, and the hard copies have been received by the Early Career Researcher Support team.

Your Viva Examination

The viva examination is an important milestone in your research programme and you should ensure that you are fully prepared for the examination itself and the processes surrounding it.

Your examiners will receive your thesis shortly after submission and will spend the weeks leading up to your viva scrutinising your research and preparing a series of questions. The internal examiner is responsible for co-ordinating the date, time and venue for the viva and will be in contact with you to arrange this. Your viva should normally be held within three months of submission of the thesis.

The objective of the viva examination is to allow students the opportunity to explore, clarify and defend their research in the presence of academic leaders in their chosen discipline. The viva will normally be attended by an external examiner, and an internal examiner. In exceptional cases, if the internal examiner is not a member of staff at LSTM, an Independent Chair will also be appointed to oversee proceedings. Furthermore, if you are a member of staff at LSTM, two external examiners will be appointed. Your supervisor(s) will not be permitted to attend the viva.

For off-site students, every effort should be made to attend the viva in the UK, however in cases whereby this is not possible, students, supervisors, and examiners should refer to the Code of Practice on Postgraduate Research Degrees - Appendix 6 - Procedure for Remote Oral Examination of a Research Degree.

Once the examination is over, the examiners will agree whether to make an award, on what conditions an award can be made (if applicable), and whether any changes or corrections are necessary. The internal examiner may provide you with informal feedback, and if necessary, a copy of the revisions that have been requested. The scope of changes can be designated as 'minor' or 'major' depending on their nature, and, if the latter, you may be required to re-submit your thesis at a later date. The decision and the reasons behind it are formalised within a report which is submitted to the Early Career Researcher Support team shortly after your viva has taken place. The decision will be confirmed to you by the team by email sent to your LSTM email address. You are entitled to be provided with a copy of the examiners' reports, both initial and final reports, following your viva if you choose to request access to them.

For the degrees of PhD, MPhil and MD, examiners can recommend:

- That the degree be conferred
- That the degree be conferred subject to minor modifications to the thesis, usually to be completed within three months of the formal notification of the outcome of your viva, but can be submitted earlier than the stated deadline
- That you are invited to resubmit your thesis for your degree, no later than one calendar year from the date of the formal notification of the outcome of your viva
- That the degree of MPhil be conferred, subject to minor modifications being made to the thesis, usually to be completed within three months of the formal notification of the outcome of your viva, but can be submitted earlier than the stated deadline (PhD students only)
- That you are invited to resubmit your thesis for the degree of MPhil, no later than one calendar year from the date of the formal notification of the outcome of your viva
- That you are deemed not to have attained the standard required for the degree of study and that no further opportunity for examination be allowed.

What happens if the examiners recommend award of the degree?

You will receive an email from the Early Career Researcher Support Team advising you how to submit a final version of your thesis.

What happens if the examiners recommend that the degree be conferred subject to minor modifications?

If you receive a recommendation of minor modifications this likely means that there are only spelling/grammatical errors to be corrected or minor structural amendments to your thesis. Your examiners should provide a list of these at the end of your examination. Shortly afterwards you will

receive confirmation of the recommendation, in writing, by the Early Career Researcher Support team. This letter will indicate who the modifications should be approved by, and the date by which the revised version of your thesis, complete with modifications, should be submitted by. This will always be three months after the date that you receive this letter.

You should submit your modified thesis to pgr@lstmed.ac.uk on or before this date. The Early Career Researcher Support team will then forward this to your examiner(s) on your behalf. Once approved, the team will be in contact to confirm arrangements for submission of the final version of your thesis.

What happens if I am asked to Re-submit?

A recommendation of re-submission (sometimes referred to as major modifications) is significantly different to a recommendation of minor modifications. The amendments linked to this type of recommendation will entail more than just correcting spelling or grammar and may require substantial re-writing of parts of the thesis.

It is the responsibility of the internal examiner to provide you with a written list of the required corrections shortly after the examination has taken place. Candidates who receive a recommendation of re-submission will also have this outcome confirmed, in writing, by the Early Career Researcher Support team. This letter will clearly indicate the re-submission deadline and the re-submission fee. Students will have twelve months from the date of receipt of the letter to re-submit their revised thesis.

In order to ensure that modifications to the thesis are on track for submission within the prescribed period, students will be required to continue to arrange and record supervisory meetings at the same frequency as they did prior to their initial examination. Students that are working towards re-submission will remain registered as students at LSTM and should actively maintain contact with their supervisors during this period. You should not however, expect your examiners to provide any sort of supervisory input whilst you are working on your thesis. If you require clarification of any of the suggested modifications, you should ask your supervisor to contact your internal examiner to request this.

On or before the stated deadline, students will need to resubmit their thesis in the same way as it were their first submission. Normally students will be required to participate in a second viva examination (unless this has been exceptionally waived by your examiners). An Independent Chair will be appointed to oversee the second viva. As before, the internal examiner will be in contact to arrange a time and date of the examination.

How do I submit the final version of my thesis?

Once you have received notification that your examiners are able to recommend award you will be invited to deposit the final, approved version of your thesis to the online archive of the LSTM library. Until you have done so, your award cannot be confirmed, and you will be unable to graduate. In order to do this, you should email your thesis to pgr@lstmed.ac.uk and this will be done on your behalf. You will then receive a confirmation of award letter which should serve as proof of completion of your programme until your graduation.

Can I request an embargo on access to the final version of my thesis?

In exceptional cases, you may be able to request that access to your thesis via the online archive of the LSTM library is restricted for a given period of time in the form of an embargo. The embargo period is normally quite short, and in most cases will be no longer than twelve months.

Common reasons for seeking an embargo are as follows:

- Making the thesis publicly available would prejudice the commercial or intellectual property rights of an individual or organisation.
- Making the thesis publicly available would put at risk the safety or well-being of an individual or individuals identified in the thesis or because the thesis contains materials which was obtained under a promise of confidentiality.
- The thesis contains materials which are either due to be published imminently, or you are seeking to publish and making the thesis publicly available may invalidate your ability to do so.

If you think that it might be appropriate to request a thesis embargo you should aim to discuss this with your supervisory no later than at submission of your Intention to Submit form, which should be completed at least 3 months prior to thesis submission. If it is agreed that you should make a request, you should complete the Thesis Embargo Request form and submit to pgr@lstmed.ac.uk at your earliest convenience.

Key Contacts

Director of Postgraduate Research
Dr Britta Urban Britta.Urban@lstmed.ac.uk

Early Career Researcher Support Team (PGR Administration)
Richard Madden richard.madden@lstmed.ac.uk
Charlotte Blakeburn charlotte.blakeburn@lstmed.ac.uk
Jo Hynes-Perez Johanna.Perez@lstmed.ac.uk
MK 120 (1st floor Old School Building)

Student Support
studentsupport@lstmed.ac.uk

Student Advice and Wellbeing Service
SAW@lstmed.ac.uk
Lesley Bennett – Student Welfare Officer
Leah Dempsey – Student Experience Officer

LSTM Library Services
lstm.library@lstmed.ac.uk
+44 (0) 151 705 3221
Maegraith Wing

LSTM IT Services
itservices@lstmed.ac.uk
+44 (0) 151 705 3520
CTID – 062 (Ground Floor)

LSTM Technology Enhanced Learning Team
tel@lstmed.ac.uk
+44 (0) 151 705 3747
1966-107 (1st floor Old School)

Appendix 1

The PGR quality framework covers a wide range of Regulations, Codes of Practice and Procedures aimed at ensuring that LSTM continues to develop and maintain high standards of academic excellence.

The Student Charter aims to encourage staff and students to contribute to, and take pride in, the ongoing development of a supportive academic community.

The Regulations for Postgraduate Research Degrees define the mandatory requirements for the following Research Degree Awards:

- Master of Philosophy (MPhil)
- Doctor of Philosophy (PhD)
- Doctor of Medicine (MD)

The Code of Practice on Postgraduate Research Degrees supplements the Regulations and provides clarification and guidance about the roles, responsibilities and entitlements of researchers and supervisors.

The following Procedures are Appendices of the Code of Practice. They set out LSTM's expectations of quality and standards in relation to the range of activities associated with delivery of postgraduate research degrees:

- Academic Integrity for Postgraduate Research Degrees
- Appealing against the Outcome of a Postgraduate Research Degree Examination
- Examination of a Research Degree Thesis
- Monitoring the Academic Progress of Postgraduate Research Students
- Off-site and Split-site Research Degree Study
- Remote Oral Examination of a Research Degree
- Requesting an Extension, Withdrawal, or Suspension of Studies
- Submission of a Research Degree Thesis
- Supervision of Postgraduate Research Students